



CITY OF NEWPORT BEACH Board of Library Trustees Agenda

**Newport Beach Public Library – Balboa Branch
100 E. Balboa Boulevard
March 16, 2015 – 5:00 p.m.**

Board of Library Trustees Members:

**Robyn Grant, Chair of the Board
John Prichard, Vice-Chair of the Board
Eleanor Palk, Secretary of the Board
Jill Johnson-Tucker
Jerry King**

Staff Members:

**Tim Hetherton, Library Services Director
Dave Curtis, Library Services Manager
Elaine McMillion, Administrative Support Specialist**

1) CALL MEETING TO ORDER

2) ROLL CALL

3) PUBLIC COMMENTS

Public comments are invited on agenda items. Speakers must limit comments to five (5) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in silent mode.

4) APPROVAL OF MINUTES – Draft February 17, 2015 Minutes

5) CURRENT BUSINESS

All matters listed under CONSENT CALENDAR are considered to be routine and will all be enacted by one motion in the form listed below. The Board of Library Trustees has received detailed staff reports on each of the items. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees, staff or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

A. CONSENT CALENDAR

1. **Customer Comments** - Monthly review of evaluations of library services through suggestions and requests received from customers.
2. **Library Activities** - Monthly update of library events, services and statistics.
3. **Expenditure Status Report** - Monthly expenditure status of the Library's operating expenses; services, salaries and benefits by department.
4. **Board of Library Trustees Monitoring List** - List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Corona del Mar Branch Project Update** – Staff will provide an update of recent activities pertaining to the proposed Library/Fire Station joint facility in Corona del Mar. (Committee liaisons: Vice Chair Prichard, and Trustee King)
2. **Balboa Branch Update** – Branch Librarian Rebecca Lightfoot will present the annual update on Balboa Branch activities.
3. **Media Suite Update** – Staff will report on Media and Sound Lab usage, resources, and management.
4. **Library Material Selection** – Librarian II Melissa Hartson will provide the annual update on Collection Development activities.
5. **Community Gallery on 2nd Floor Expansion** - Staff will report on the planning and management of the proposed exhibit space on the 2nd Floor expansion.
6. **Discussion of an Auditorium** – Trustee Johnson-Tucker will report on the Library Foundation visit to the San Diego Central Library auditorium, and discuss the potential of planning an auditorium at the Newport Beach Central Library site.

C. MONTHLY REPORTS - No written reports created prior to the Board of Library Trustees Meeting

1. **Library Services Director Report** - Report of Library issues regarding services, customers and staff.
2. **Friends of the Library Liaison Report** - Trustee King's update of the most recently attended Friends of the Library Board meeting.
3. **Library Foundation Liaison Report** – Trustee Jill Johnson-Tucker's update of the most recently attended Newport Beach Public Library Foundation Board monthly meeting.
4. **DSLS Liaison Report** - Secretary Palk's update of the most recently attended Distinguished Speakers Lecture Series Committee's monthly meeting.

6) BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

8) ADJOURNMENT

This Board of Library Trustees is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Board of Library Trustees agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Board of Library Trustees and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Board of Library Trustees may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3005 or cityclerk@newportbeachca.gov.

CITY OF NEWPORT BEACH

Board of Library Trustees
Meeting Minutes
February 17, 2015 – 5:00 p.m.

CONVENED AT 5:00 p.m.

1) **CALL MEETING TO ORDER** – Chair Robyn Grant called the meeting to order.

2) **ROLL CALL** – Roll call by Chair Robyn Grant

Trustees Present: Chair Robyn Grant, Secretary Eleanor Palk, Jill Johnson-Tucker, Jerry King

Trustees Absent: Vice Chair John Prichard

Staff Present: Library Services Director Tim Hetherton, Library Services Manager Dave Curtis, Support Services Coordinator Melissa Kelly, Branch and Youth Services Coordinator Debbie Walker, Adult Services Coordinator Natalie Basmaciyan, Librarian Allen Kesinger, Administrative Support Specialist Elaine McMillion, NBPL Foundation Executive Director Tracy Keys, City Engineer/Deputy Public Works Director Mark Vukojevic

3) **PUBLIC COMMENTS**

Jim Mosher referenced the announcement read under Public Comments noting that the same announcement is included in the agenda for the Coastal Tidelands and Water Quality Committee and commented on the importance of allowing public comments on all items as the meeting progresses. Additionally, he commented on Item B.4 noting that the Library has downloadable materials on its website that can be accessed freely, but stated that the page is becoming harder to find. He commented on downloadable materials for the blind and disabled. Regarding Item B.5, he noted that it is difficult to ascertain whether a budget is good or not, without knowing what goes into the items for the various allocations in detail.

4) **APPROVAL OF MINUTES** – *Draft January 20, 2015 Minutes*

Chair Grant referenced corrections to the minutes submitted, in writing, by Mr. Mosher.

Motion made by Trustee King and seconded by Trustee Johnson-Tucker and carried (4-0-0-1) to approve the minutes of January 20, 2015, as referenced.

AYES: Grant, Palk, King, Johnson-Tucker
NOES: None
ABSTENTION: None
ABSENT: Prichard

5) **CURRENT BUSINESS**

A. **CONSENT CALENDAR**

1. **Customer Comments** - *Monthly review of evaluations of library services through suggestions and requests received from customers.*

Chair Grant commented positively on how staff responds to customer comments. She thanked staff and customers for their participation.

2. **Library Activities** - *Monthly update of library events, services and statistics.*
3. **Expenditure Status Report** - *Monthly expenditure status of the Library's operating expenses; services, salaries and benefits by department.*
4. **Board of Library Trustees Monitoring List** - *List of agenda items and dates for monthly review of projects by the Board of Library Trustees.*

Discussion followed regarding getting an update of City Council policy revisions with respect to the Library. Library Services Director Tim Hetherton reported that they were presented to the Board prior to City Council but indicated he would be happy to bring the matter back for the Board's consideration.

Discussion continued regarding the Corona del Mar Library and Library Services Director Hetherton suggested holding a study session to discuss some of the issues related to the Corona del Mar branch, in May, at 4:00 PM, prior to the regular meeting at 5:00 PM.

Brief discussion followed regarding conclusion of the survey and the possibility of implementing another one. Discussion continued regarding the possibility of scheduling a special meeting, in March, rather than a study session. Chair Grant will work with staff to determine an appropriate date for a special meeting. She added that Mr. Mosher requested adding an occasional review of the City's emergency plan to the Monitoring List. It was noted that it will be added in May.

Motion made by Trustee King and seconded by Secretary Palk and carried (4-0-0-1) to approve Consent Calendar Items as presented and discussed and with a revised schedule to the Board of Library Trustees Monitoring List.

AYES:	Grant, Palk, King, Johnson-Tucker
NOES:	None
ABSTENTION:	None
ABSENT:	Prichard

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Corona del Mar Branch Project Update** - *Public Works staff will give an update of recent activities pertaining to the proposed Library/Fire Station joint facility in Corona del Mar. (Committee liaisons: Vice Chair Prichard, and Trustee King)*

City Engineer/Deputy Public Works Director Mark Vukojevic provided a status update of recent activities relative to the Corona del Mar Library and Fire Station including awarding a design contract for an architect to design the Library and the Fire Station. He addressed the evaluation process, the subject sites, parking, a shared-lobby concept, floor plans, access and the length of time for the shutdown and teardown. He reported that the City has not budgeted for a temporary library during construction, but only for the Fire Station. He added that most of the cost of this project is related to the Fire Station and addressed the old versus new square footage.

Library Services Director Hetherton added there will be shared spaces so that usable space will not be lost.

Trustee King noted that many residents are unhappy with what is happening, as no consideration is being given to what they desire in terms of space.

Chair Grant stated that further discussion regarding that issue would be appropriate in March and noted the importance of having a Council Member attend that meeting.

City Engineer/Deputy Public Works Director Mark Vukojevic reiterated that the award of the design contract will be heard by Council at its March 10th meeting. The project will not be out to construction until the end of 2015 or beginning of 2016.

Trustee King asserted that locals will most likely begin using the Central Library.

City Engineer/Deputy Public Works Director Mark Vukojevic reported that the branch will be in operation until the end of this year and that interested groups will be involved throughout the process and he addressed the various reviews the project will have. He added that if the Board feels the square footage allowed for the Library is too small, they should provide input to Council.

Chair Grant suggested that residents express their comments directly to Council and Trustee King offered to call residents to advise them so they can have opportunities to address Council. Trustee King stated he would be happy to receive information to disseminate to residents.

City Engineer/Deputy Public Works Director Mark Vukojevic suggested that the public focus on specific issues which will be brought to Council at future meetings.

Discussion followed regarding the possibility of building two stories for the Library for meeting space such as Story time for children. It was noted that two stories would add to the complexity of the project. Discussion continued regarding access for the elderly, the popularity of meeting rooms at OASIS and the benefit of having a meeting room for CERT training.

Chair Grant recommended that Library users submit specific comments, in writing, to Council. She thanked City Engineer/Deputy Public Works Director Mark Vukojevic for his report and invited him to return, at any time, or an update.

2. **Arts & Cultural Update** - *City Arts Commission Chair Rita Goldberg will provide the annual update on the City Arts Commission's programs and activities.*

City Arts Commission Chair Rita Goldberg provided the annual update on the City Art Commission's programs and activities. She distributed an update of the schedule and addressed creation of an Arts Master Plan and the Sculpture Garden, among other activities.

Discussion followed regarding permanent sculptures in the Sculpture Garden versus the Temporary Sculpture Program.

City Arts Commission Chair Goldberg explained the process, noting that another call for entry will be issued to double the amount of sculptures in the Garden and that the exhibit will be fresh and rotating. She noted there are opportunities to purchase those sculptures and donate them to the City.

Discussion followed regarding development of a computer application with information regarding the City's public art.

Additionally, she addressed a new Ad Hoc Committee that will focus on collaborative needs, outreach and will be involved with private businesses and philanthropists.

3. **Review of Library Expansion Donor Wall Naming / NBPL Foundation** - *NBPL Foundation Executive Director Tracy Keys will provide an update.*

NBPL Foundation Executive Director Tracy Keys provided an update including the naming of the reading area in honor of Dr. and Mrs. Charles Turner, who made a donation to the Foundation in the amount of \$100,000. The reading area will be named, "The Charles and Susan Turner Reading Area". She added that Dr. Turner was the former Chief of Staff at Hoag Hospital and became involved with the Library through the Saturday lectures.

Discussion followed regarding other naming opportunities for donors.

4. **Downloadable Services** - *Staff will give an overview of downloadable services.*

Adult Services Coordinator Natalie Basmacyan presented an overview of downloadable functions noting that some tasks have been reorganized, that customer feedback has been good and that people can now be directed to one site for all of their downloadable needs. She added that A to Z databases were added in July which are more consumer friendly than Reference USA. Additionally, the *Consumer Reports* database has been incorporated. Adult Services Coordinator Basmacyan addressed consideration of a downloadable music service, Overdrive, a downloadable e-book service, in Spanish and Chinese, downloadable videos, and the rollout of twelve new circulating nooks.

Discussion followed regarding availability of help sheets for first-time users of functions and services, providing more copies of new releases, the reservation process and the availability of books listed in the *New York Times* books list.

5. **2015-2016 Proposed Budget for Library Services** - *Staff will present the proposed budget for fiscal year 2015/16 as discussed at the January 20, 2015 meeting for review and approval.*

Support Services Coordinator Melissa Kelly commented on changes made since last month including the addition of salaries and highlighted areas with major changes. She addressed changes to PERS contributions and the Corona del Mar budget.

Discussion followed regarding how Foundation gifts can affect the budget, the "wish list", monitoring and showing gifts received from the Foundation, providing a wrap-up of the previous year at the end of the fiscal year and showing actual and amended budgets.

Motion made by Trustee Johnson-Tucker and seconded by Secretary Palk and carried (4-0-0-1) to approve the budget as presented and discussed and to forward it to City Council for review.

AYES:	Grant, Palk, King, Johnson-Tucker
NOES:	None
ABSTENTION:	None
ABSENT:	Prichard

6. **Display and Distribution of Materials in Library Policy** - *Staff will present the revisions to this policy and submit them to the Board of Library Trustees for approval.*

Library Services Director Hetherton commented on revisions to the aforementioned policy. He stated that the demand from organizations is non-existent and that the time needed for staff to delineate what supports the mission and what does not is not a good use of staff time. He added that it is better to provide an equitable basis for people to display materials. He stated that the existing policy works best and referenced changes as shown in the red-lined version within the report. He commented on including available Federal and State publications and presented recommendations.

Discussion followed regarding adding signage to the area and adding shelf space for free newspapers.

Motion made by Secretary Palk and seconded by Trustee King and carried (4-0-0-1) to adopt the Display and Distribution of Materials in Library Policy as revised and presented.

AYES:	Grant, Palk, King, Johnson-Tucker
NOES:	None
ABSTENTION:	None
ABSENT:	Prichard

7. **Proposed Library Closure/Availability for July 4th Holiday** - *July 4th will fall on a Saturday this year (2015). As a result, most City departments will observe the Holiday on Friday July 3rd. The Library proposes to remain open on July 3rd and to close on July 4th for the observance of Independence Day.*

Library Services Director Hetherton presented the item for the Board's consideration.

Brief discussion followed regarding accommodating other holidays.

Motion made by Secretary Palk and seconded by Trustee Johnson-Tucker and carried (4-0-0-1) to accept that the Library remain open on July 3rd and close on July 4th for the observance of Independence Day.

AYES:	Grant, Palk, King, Johnson-Tucker
NOES:	None
ABSTENTION:	None
ABSENT:	Prichard

C. MONTHLY REPORTS - *No written reports created prior to the Board of Library Trustees Meeting*

1. **Library Services Director Report** - *Report of Library issues regarding services, customers and staff.*

Library Services Director Hetherton provided a summary of demographics in Corona del Mar and statistics relative to the use of the Corona del Mar Branch Library. He addressed circulation, size of the collection, programs and continuation of services upon closure. Additionally, he addressed the proposed library square footage, making the space work and encouraging community members to speak at community and Council meetings. He reported speaking with the Community Development Department and noted that they approve a display area across from the Bistro. He will provide updates to the Board in March and every month thereafter.

Discussion followed regarding maintaining flexibility for non-art-related events and displays and it was noted that the exhibit space is not just for art displays. Mr. Hetherton will present a proposal to the Board at its March meeting.

2. **Friends of the Library Liaison Report** - *Trustee King's update of the most recently attended Friends of the Library Board meeting.*

Trustee King reported there is no update to present at this time.

3. **Library Foundation Liaison Report** - *Trustee Jill Johnson-Tucker's update of the most recently attended Newport Beach Public Library Foundation Board monthly meeting.*

Trustee Johnson-Tucker reported that the NBPLFB retreat was cancelled last month. She stated that she will go to the next meeting which will be held next week.

4. **DSLS Liaison Report** - *Secretary Palk's update of the most recently attended Distinguished Speakers Lecture Series Committee's monthly meeting.*

Secretary Palk provided an update of the Distinguished Speakers Lecture Series Committee meeting addressing past lectures, and noted that they were very successful and had food trucks, music, and poetry. She provided information on the upcoming lecture which will be held at the end of February. She added that current members will be suggesting new Committee members and reported that the 2016 slate is presently being discussed.

Trustee Johnson-Tucker announced a Library event on March 3rd comprised of Courtroom art. Mr. Hetherton noted that an e-blast will be sent and a press release will be sent to *The Pilot*.

6) BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM) - None

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher commented on City Council Policies and availability of same on the City's website and in a book in the City Clerk's office. He asserted that Council does not have the power to veto Board of Library Trustee policies. Additionally, he reported that the Central Library is a member of a consortium of libraries, SLS, which met in Newport Beach last week. He suggested that the Board may want to learn more about the costs and benefits and synergy with that organization.

Carl Cassidy referenced Trustee King's prior comments and offered to contact residents in Corona del Mar to encourage them to provide input regarding the Corona del Mar Branch Library. He agreed with the need for meeting room space. He commented on separate accounting for the Library budget and support groups such as the Foundation.

8) ADJOURNMENT – 6:52 p.m.

Submitted by: _____
Approval of Minutes



ST. MATTHEW'S CHURCH & SCHOOL

February 27, 2015

Mr. Tim Hetherton, Director
Newport Beach Public Library
1000 Avocado Avenue
Newport Beach CA 92660

Dear Mr. Hetherton

On Easter Sunday our Choir will present the exquisite anthem *Christ is Risen*, thanks to you. Research Librarian Eric Gunderson found the original 12th Century German hymn *Christus ist Auferstanden*. He then discovered the English translation by Bishop Miles Coverdale in the 1530's. And finally, he found the anthem arranged for SATB and Organ by Alan J. Wilson in 1976. We received an original score from the Westminster College Choir through the Inter-library Loan program. Amazing!

In 2013 Research Librarian Jeremy Rodriguez found another rare work for us through his determination. The quality of our Choral offerings is much enhanced by the skills and indomitable spirit of your Research Department.

It is very impressive that our Newport Beach Public Library is so well regarded by major private libraries throughout the World, and entrusts rare documents to you through the Interlibrary Loan program.

In gratitude,

J. David Simmons,
Organist-Choirmaster

J. Christina McKinley
Music Librarian

NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS
FEBRUARY 2015

COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
<p><u>1</u></p> <p><u>1/31/2015</u></p> <p><u>Comment Form - Email</u></p> <p><u>Melissa Kelly</u></p> <p><u>Support Services Coordinator</u></p> <p><u>2/2/2015</u></p>	<p>Would you kindly advise me when the next book sale is? Many thanks.</p>	<p><u>Melissa Kelly responded via email</u> - The next Friends of the Library book sale is scheduled for this week, February 6 & 7. The dates for the 2015 Friends of the Library Books Sales are:</p> <p>February 6 & 7 May 1 & 2 August 7 & 8 November 6 & 7</p> <p>Please note that the Friday sales are for Members and the Saturday sales are open to everyone. Thank you for using the Library and supporting the Friends of the Newport Beach Public Library.</p>
<p><u>2</u></p> <p><u>2/4/2015</u></p> <p><u>Comment Form - Written</u></p> <p><u>Dave Curtis</u></p> <p><u>Library Services Manager</u></p> <p><u>2/4/2015</u></p> <p><u>2/4/2015</u></p>	<p>When library early please signs at entrance & online for patrons that don't come often.</p>	<p><u>Dave Curtis responded via email</u> - Good Afternoon. Thank you for sharing your experience with the Library's early closing to accommodate special programming. I am sorry that you were not made aware of that change more effectively. I appreciate your connecting with us and sharing how we could do a better job informing our users about schedule changes. We will be posting more and better placed signage as you suggest and look into how we can be more thorough. Thank you again for your helpful input.</p>
	<p><u>Customer responded further</u> - up north e mail is very effective to let people know when the library will be closed earlier such as when the library will be closed 1 day during February. As you know in advance when the lectures are it should be easy to put that into the system. It seems to work in the small cities around the bay area to communicate via e mail or the web re special closing. Hope this change of signage will provide better service for the residents of Newport beach. thanks for your response.</p>	
<p><u>3</u></p> <p><u>2/4/2015</u></p> <p><u>Comment Form - Email</u></p> <p><u>Dave Curtis</u></p> <p><u>Library Services Manager</u></p> <p><u>2/17/2014</u></p> <p><u>2/17/2014</u></p>	<p>I went into the media room to use the computer, & I had a bottle of water. The lady there told me no food or drink in the media lab so I said OK I will not drink it. She said no, you cannot have the bottle on the table you have to put it over by the door. I thought this was pretty petty but I did it anyway.</p>	<p><u>Dave Curtis responded via email</u> - Good Afternoon, I wanted to follow up to your email and apologize for the experience you describe below. We have talked to staff about appropriate levels of addressing food/drink concerns around our computers. I appreciate you sharing so that we can address shortcomings. I hope your future visits are very good. All the best.</p>
	<p><u>Customer responded further</u> - Thanks very much. I really like the new media room, it's great the library is keeping up with new tech.</p>	

COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
<u>4</u> <u>2/11/2015</u> <u>Comment Form - Email</u> <u>Dave Curtis</u> <u>Library Services Manager</u> <u>2/11/2015</u>	<p>Please make sure the entire staff is aware that the 2nd floor entrance is scheduled to open at 9:00 am. Main entrance patrons are allowed entrance and 2nd floor is left waiting. Twice in the past two weeks we have simply opened the rope barrier ourselves. I do not like to trespass onto library property but no staff member arrived. Thank you for your help.</p>	<p><u>Dave Curtis responded via email</u> - Good Morning, Thank you for sharing your experiences with the library opening time. I apologize for any inconveniences you may have experienced. Opening staff have been communicated with about opening time accuracy. I understand your sensitivity about opening the ropes and appreciate your patience in waiting for staff. Thanks again for the input.</p>
<u>5</u> <u>2/11/2015</u> <u>Comment Form - Email</u> <u>Melissa Kelly</u> <u>Support Services Coordinator</u> <u>2/12/2015</u>	<p>I prefer contacting you this way rather than going to desk ... also, I think you may need time to possibly do something about this. I notice people using disinfectant sprays quite a bit. I can't blame them, either! However, it is causing an allergic reaction in me. My glands are swelling, and my eyes are watering. Is it possible for the Library to post notices that disinfectant "wipes" are acceptable, but due to (whatever language you would use), spray disinfectants are not permitted. Also, it would need to be enforced. Any chance you will be able to attend to this problem? Sincerely, Ella Snow</p>	<p><u>Melissa Kelly responded via email</u> - I am sorry that you are having a difficult time with the atmosphere at the Library. I am not sure what type of spray disinfectant that you are seeing. Is there someone using an aerosol can to clean an area around where they are working or are you referring to the gel type of sanitizer that people use? In order for us to post signs banning a behavior, it would need to be something that multiple people are engaging in. If it occurs in limited or isolated occurrences it is better to address those incidents directly. Please let us know when a specific incident occurs.</p>
<u>2/13/2012</u>	<p><u>Customer further responded</u> - Hi Melissa, this is practiced by a gal who is in Mariner's on a daily basis. Someone, whom I did not see the face, used an aerosol disinfectant spray (Lysol, I believe?) earlier. This gal who comes in regularly had left the library and upon her return, sat next to me. She immediately got busy with her spray. I don't blame these folks one bit. Have you ever been to that library? Some of the people who come in are filthy, and who knows where their hands have been. However, when the sprays are used, my throat glands immediately start swelling, my eyes water, and the spray makes me sick. Wouldn't a sanitary wipe, such as baby wipes, be just as effective? I don't want to bother anyone, but if it wasn't such a problem for me, I wouldn't bring it up. Anything you can do would be greatly appreciated. Sincerely,</p>	<p><u>Melissa Kelly responded to further email</u> - Thank you for giving me more detail. It is not a good decision to spray from an aerosol can closely around others. I will bring this to the attention of the staff at Mariners, but I will need to ask you to go directly to the staff if this happens again. That way they can ask the person not to spray cleaners/disinfectants in the Library.</p>
<u>6</u> <u>2/10/2015</u> <u>Comment Form - Email</u> <u>Natalie Basmacyan</u> <u>Adult Services Coordinator</u> <u>2/10/2015</u>	<p>I volunteer some of my time to help nonprofits with their websites. I worked in IT for 18 years and was also a professional webmaster. I've helped a lot organizations already. Do you have any interest in getting a new custom website at no cost? I just helped a canine rescue and their site is really nice now. I worked with a homeless shelter before that and also helped them with professional online donations. Sincerely.</p>	<p><u>Natalie Basmacyan responded via email</u> - Thank you for taking the time to contact the Newport Beach Public Library about volunteering your services. The City of Newport Beach IT staff coordinates the website functionality and there are no plans to change the library website at this time. Hopefully, you find another rewarding volunteer opportunity soon. Sincerely.</p>
<u>7</u> <u>2/22/2015</u> <u>Comment Form - Email</u> <u>Natalie Basmacyan</u> <u>Adult Services Coordinator</u> <u>2/23/2015</u>	<p>There is a lady that works at the Media Lab who believes owns one of the computers (#18), and when I come and use it, she feels that I am being disrespectful with her, which I think is disrespectful with me because all the computers are public. So when I tried to talk to her, she was very immature and didn't want to play attention to me. I would like to know if you can help to solve this problem, because I could do it if we were all adults, but evidently not everyone is. I feel discomfort and is not fair. If I get there first, it is my right to use any computer, correct? I talked to the person in charge or the room and she told me to move if I prefer, but why should I? Thank you.</p>	<p><u>Natalie Basmacyan responded via email</u> - Good afternoon, and thank you for contacting us regarding the Media Lab. The Media Lab, as you stated, is a public resource. To best manage the use of the workstations, the library staff implemented an online reservation form. Customers may reserve a workstation for up to 4 hours per session, and also guarantee the proper workstation is available for the selected time. We encourage customers to utilize the reservation system, as walk-in customers are not guaranteed a specific station if a reservation is placed by someone else. The link to the reservation page is: http://www.newportbeachca.gov/nbpl/MediaCenterForm/reservationform.html I apologize for the inconvenience and discomfort you experienced. Hopefully, you can utilize the reservation system next time and enjoy a more positive experience in the Media Lab. Please let me know if I may be of further assistance with this or any other matter. Sincerely,</p>

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetherton, Library Services Director
Re: Report of Library Activities – March 16, 2014 Board of Library Trustees Meeting

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

"I discovered me in the library. I went to find me in the library."

- Ray Bradbury

NBPL hosted the bi-monthly Santiago Library System Director's meeting on February 10th. The Santiago Library System (SLS) is a state-funded network of nine public library jurisdictions and two associate member libraries in Orange County, California. The system seeks "to promote cooperation and coordination of library collections and services so as to meet the informational, educational, cultural and recreational needs of all residents of the Orange County area". At the February meeting, we discussed SLS's 2015/16 budget, and approved Huntington Beach Public Library's request for full membership to SLS after their removal of non-resident fees.

On February 23, I gave a presentation on Library Services and Cultural Arts to Angelitos de Oro. Angelitos de Oro is a local service organization established in 1961 as an auxiliary of Big Brothers and Sisters of Orange County. Their mission is to stimulate interest in Big Brothers and Sisters and to raise funds to support their mentoring programs. It is always a pleasure to make our resources and collections more familiar to our stakeholders.

The Orange County Register contacted me on February 24th for background information on an article about public libraries as community hubs and providers of non-traditional services. The Register also sent a photographer on February 25th who took photographs of the Children's Room, Media Lab, and Sound Lab which were published in the March 11 issue. Read the article at <http://www.ocregister.com/articles/library-653786-libraries-public.html>.

I have been working with the San Jose State University School of Library Science to establish NBPL as an intern site for students enrolled in their Master's program. We are using these interns to catalog the holdings at Sherman Library and Gardens, which we will then make discoverable in the NBPL catalog. We are also considering using interns in the Media Lab.

DAVE CURTIS, LIBRARY SERVICES MANAGER

Based on customer feedback regarding smokers close to the downstairs doors, staff moved one ash receptacle to the outside of the far bench and removed the other from the entrance walkway. Customers should experience fewer issues related to cigarettes as they walk in and out of the Library.

Staff have been making preparations for the March updating of the Popular Library. All the City staff needed and partner vendors are lined up and coordinated to have the work go smoothly. The anticipation is building as we get close to the exciting results of the upgrades.

MELISSA KELLY, SUPPORT SERVICES COORDINATOR

Nothing new to report.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

February was a relatively quiet month for all locations but general programs ranged from Legos (Mariners and CDM), Valentine's crafts and an early peek at St. Patrick's Day.

Balboa was spruced up both inside and out with the planting of three new ficus trees out near the parking lot and the arrival of more new furniture for the children's area (thanks to the generous donation from the Foundation).

Youth Services

Harbor View and Andersen Elementary schools made 1st grade class visits during the month completing the last of the Newport Mesa schools that visit Central throughout the school year. A local Girl Scout troop also visited and enjoyed the tour given by Evelyn that included the teen area and a behind the scenes look at Circulation. Drop-in crafts (the first Saturday of the month) and a Valentine craft program proved to be popular also. Children's book illustrator Steven Bjorkman presented a program in the Children's room on Sunday, February 8. Everyone in attendance thoroughly enjoyed Steve's presentation and drawing lesson he provided to the group. This event was part of the Foundation sponsored *Making Memories for Children*.

Teen Services

At the YAAC meeting members discussed the upcoming Teen Tech program planned for March 10th and everyone's current favorite book, movie, video-game, etc. The next meeting will take place on March 10th and be part of the program that will take place in the Media Lab.

NATALIE BASMACIYAN, ADULT SERVICES COORDINATOR

StoryCorps@ Your Library

Library Assistant Susan Groux submitted a grant proposal for the StoryCorps @ Your Library program. 10 libraries will be selected to host the StoryCorps program, which focuses on recording oral histories of citizens. NPR features StoryCorps recordings and the Library of Congress holds the recordings as well. Grant recipients will be notified at the end of February.

Tuesdays @ 2 Classes

The 2015 Tuesdays @ 2 public training classes resumed. The February classes featured in-depth training on the downloadable ebooks services. Two classes focused on Overdrive and two on Axis 360. The classes are held in the Media Lab and are free to attend.

Branch Nooks

Branch Librarian Rebecca Lightfoot is preparing 12 new Nooks for circulation at the branches. Mariners will circulate 6 Nooks, and Balboa and CdM 3 each. The Nooks will feature dozens of new releases, including both Fiction and Nonfiction titles.

Proquest Articles Retrieved

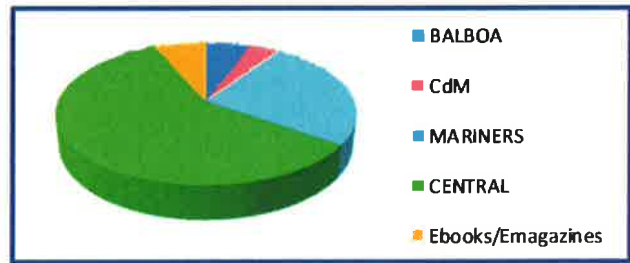
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	AVG.
Business Databases	299	1151	400	566	628	539	497	468	569
Newspapers--Current	995	1535	3004	1622	1234	910	597	739	1330
Newspapers--Historical	3831	2824	2142	2145	2497	2639	2368	2445	2611
Magazines	43	56	86	50	90	84	39	94	68

Database FY Comparisons	YTD 14/15	YTD 13/14	JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	YTD 14/15
Tracked by #searches											
Ancestry	9730	8669	1015	1116	772	2036	1586	865	920	1420	9730
A to Z Databases	2165	X	X	264	394	346	385	285	210	281	2165
BioResCtr*	637	600	22	58	156	101	56	81	112	51	637
FoF Ancient Hist	322	302	35	3	149	32	33	29	17	24	322
GDL	164	175	21	20	10	60	10	0	31	12	164
GVRL	1118	702	41	34	463	154	84	46	119	177	1118
HeritageQuest	3964	6712	841	481	496	255	507	401	662	321	3964
Kids InfoBits	105	167	6	6	15	17	5	5	21	30	105
LitResCtr	797	787	60	30	139	113	132	112	123	88	797
Opposing Vpts*	1147	832	51	23	72	117	431	267	45	141	1147
Nat Geo	149	145	21	10	46	16	9	21	16	10	149
Nat Geo Kids	20	67	0	4	2	0	4	5	1	4	20
NovelList	1520	1245	219	162	184	219	131	169	183	253	1520
NovelList K-8	520	346	70	20	66	236	55	35	20	18	520
ProQuest	20831	23734	2544	2692	3277	2208	2807	2684	2273	2346	20831
Ref USA Bus.	18214	28682	2261	2998	2627	2230	2100	1915	2257	1826	18214
Ref USA Res.*	1163	843	222	150	105	286	64	63	189	84	1163
Tumblebooks	7495	9660	493	365	665	1215	1212	1283	830	1432	7495
World Book Online	416	830	8	6	92	87	43	77	70	33	416
Tracked by #sessions											
Cypress Resume	76	110	9	25	7	5	7	10	6	7	76
LiveHomework	145	237	13	4	12	32	27	18	13	26	145
Testing & EdRefCtr	311	426	59	34	48	35	45	32	28	30	311
Universal Class	431	507	92	47	36	32	19	57	91	57	431
Tracked by #page views											
Consumer Reports										964	
CultureGrams	1523	1450	35	89	874	108	172	49	74	122	1523
Morningstar	42652	36073	5150	6000	5276	5340	5340	5121	5183	5242	42652
NetAdvantage	27072	13475	5862	7445		5215	2198	2103	2119	2130	27072
RealQuest	7741	5272	131	83	372	6360	242	333	94	126	7741
Rocket Languages	437	531	169	45	50	19	14	45	70	25	437
Value Line	87902	200241	8751	9053	9932	10463	12119	11408	12754	13422	87902

NEWPORT BEACH PUBLIC LIBRARY - FEBRUARY 2015

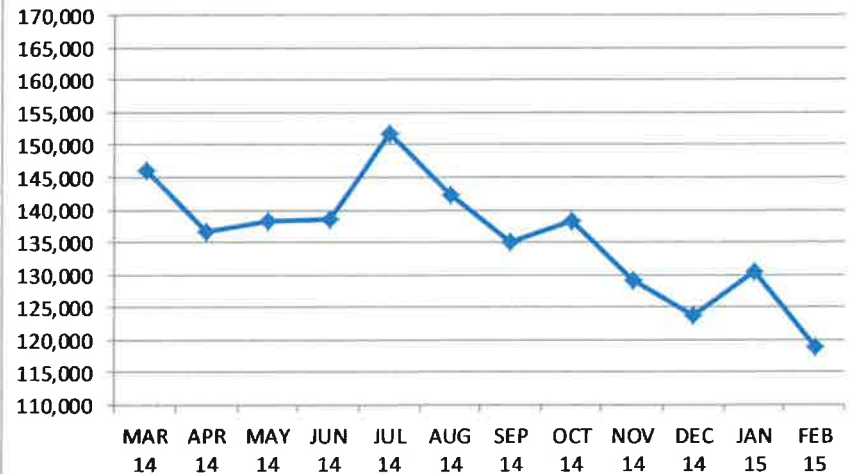
CIRCULATION CURRENT

	Feb-15	YTD 14/15	YTD 13/14
BALBOA	6,848	58,628	68,928
CdM	4,457	40,804	47,136
MARINERS	29,934	271,750	280,929
CENTRAL	69,500	630,605	675,466
Ebooks/Emagazines	7,996	67,742	58,088
TOTAL	118,735	1,069,529	1,130,547



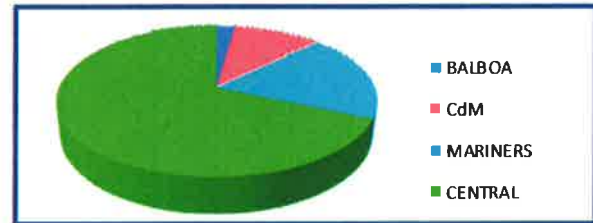
12 Month Comparison

MAR 14	146,050
APR 14	136,617
MAY 14	138,226
JUN 14	138,412
JUL 14	151,739
AUG 14	142,418
SEP 14	135,153
OCT 14	138,156
NOV 14	129,009
DEC 14	123,763
JAN 15	130,556
FEB 15	118,735
TOTAL	1,628,834



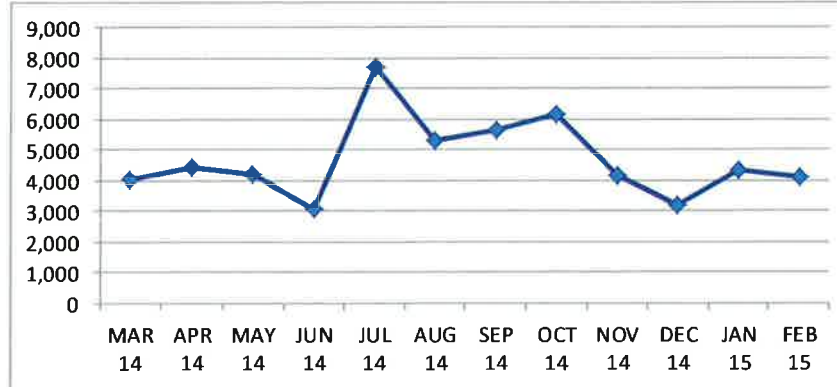
PROGRAM ATTENDANCE CURRENT

	Feb-15	YTD 14/15	YTD 13/14
BALBOA	91	693	1,973
CdM	434	4,638	4,985
MARINERS	768	6,361	6,036
CENTRAL	2,807	28,866	21,410
TOTAL	4,100	40,558	34,404



12 Month Comparison

MAR 14	4,056
APR 14	4,458
MAY 14	4,201
JUN 14	3,058
JUL 14	7,706
AUG 14	5,326
SEP 14	5,619
OCT 14	6,153
NOV 14	4,180
DEC 14	3,169
JAN 15	4,305
FEB 15	4,100
TOTAL	56,331

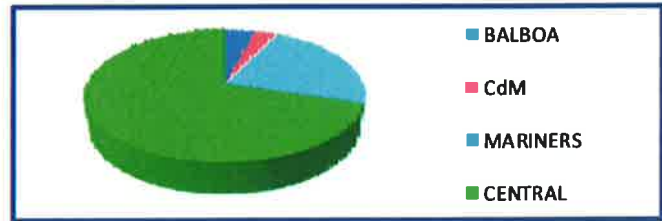


NEWPORT BEACH PUBLIC LIBRARY - FEBRUARY 2015

CUSTOMERS SERVED IN THE LIBRARY

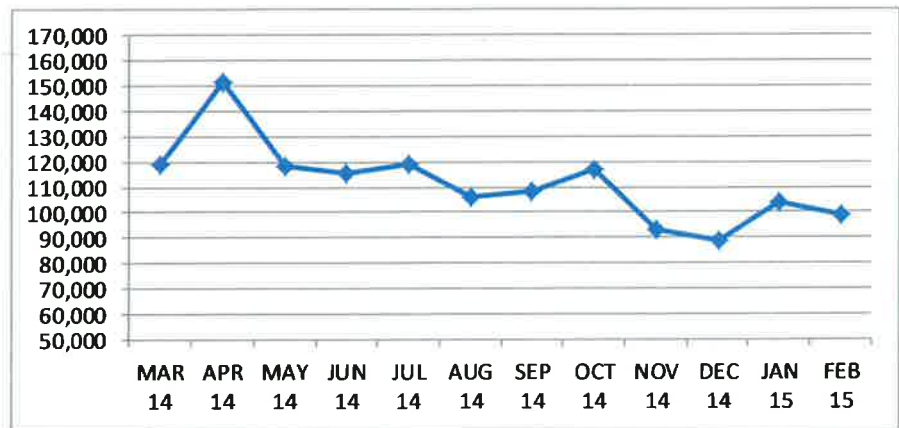
CURRENT

	Feb-15	YTD 14/15	YTD 13/14
BALBOA	4,157	36,666	40,780
CdM	3,070	27,609	31,919
MARINERS	22,487	196,249	179,130
CENTRAL	69,502	574,227	643,570
TOTAL	99,216	834,751	895,399



12 Month Comparison

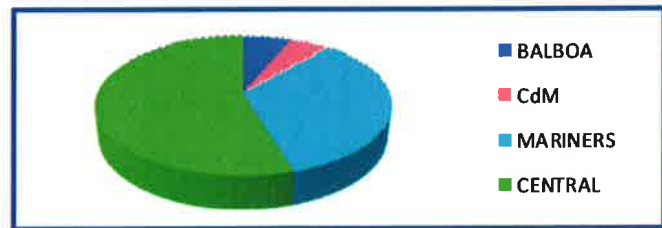
MAR 14	119,245
APR 14	151,515
MAY 14	118,276
JUN 14	115,406
JUL 14	119,069
AUG 14	105,858
SEP 14	108,480
OCT 14	116,853
NOV 14	92,770
DEC 14	88,732
JAN 15	103,773
FEB 15	99,216
TOTAL	1,339,193



REFERENCE

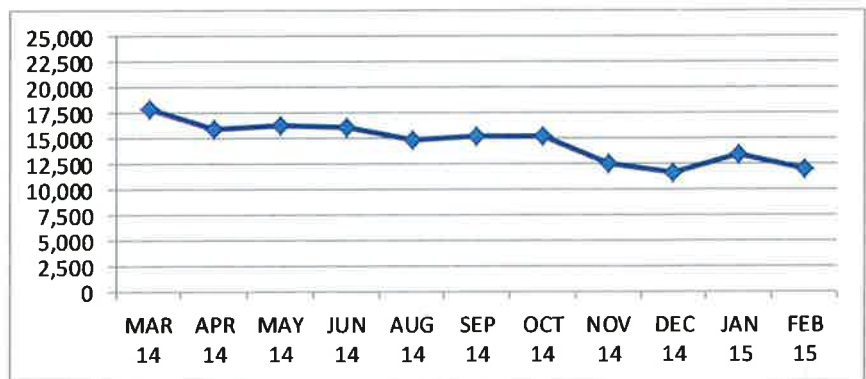
CURRENT

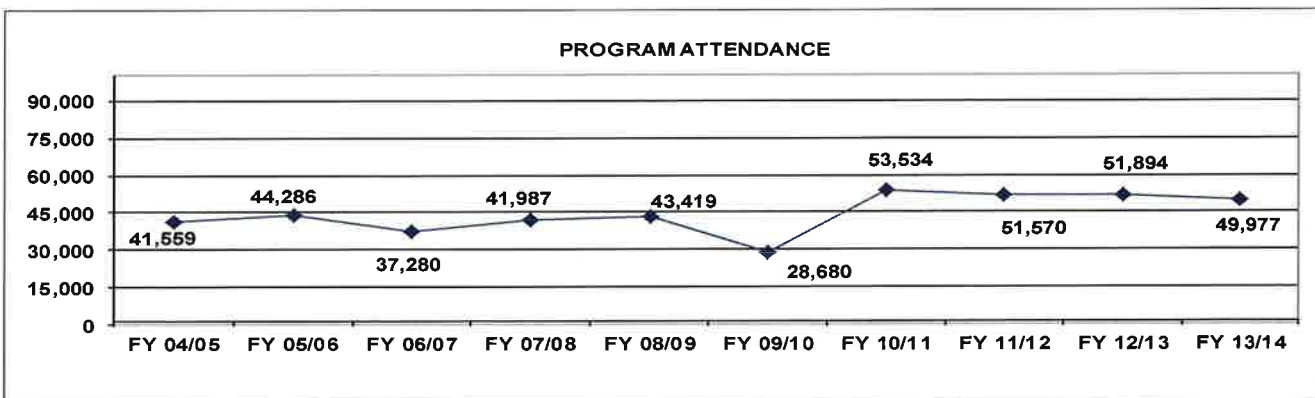
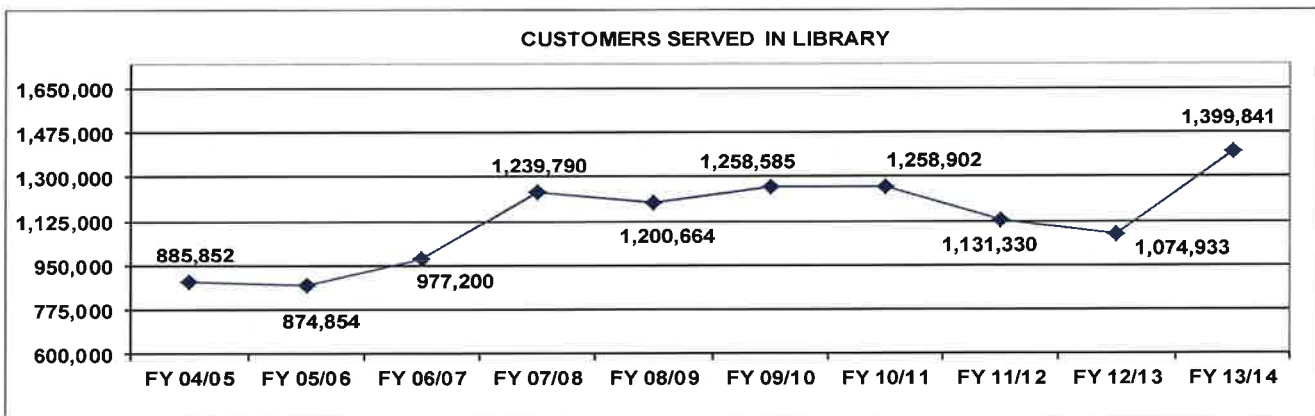
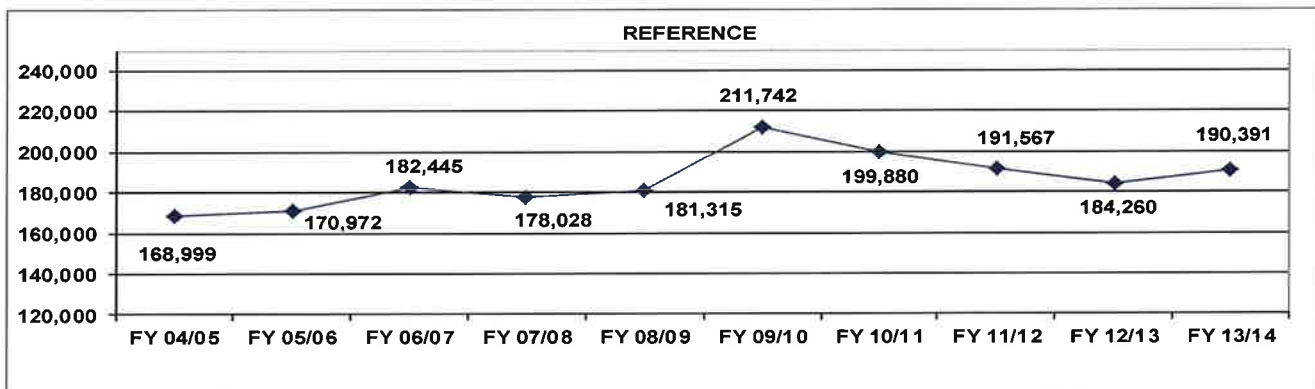
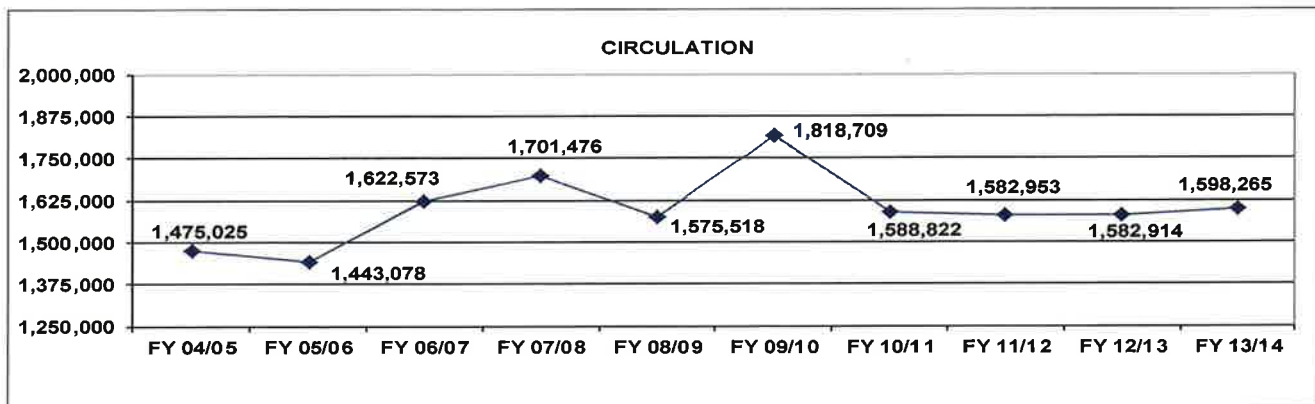
	Feb-15	YTD 14/15	YTD 13/14
BALBOA	762	6,315	5,280
CdM	623	5,201	5,768
MARINERS	4,058	39,153	38,905
CENTRAL	6,564	59,876	74,379
TOTAL	12,007	110,545	124,332



12 Month Comparison

MAR 14	17,862
APR 14	15,850
MAY 14	16,290
JUN 14	16,087
AUG 14	14,905
SEP 14	15,184
OCT 14	15,250
NOV 14	12,598
DEC 14	11,672
JAN 15	13,358
FEB 15	12,007
TOTAL	161,063





SUNGARD PENTAMATION
DATE: 03/11/2015
TIME: 13:05:39

CITY OF NEWPORT BEACH
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: orgn.orgn2='4000' and expledgr.key_orgn between '4010' and '4060'
ACCOUNTING PERIOD: 8/15

SORTED BY: DEPARTMENT,1ST SUBTOTAL,ACCOUNT
TOALED ON: DEPARTMENT,1ST SUBTOTAL
PAGE BREAKS ON: DEPARTMENT

DEPARTMENT-4000 LIBRARY SERVICES
1ST SUBTOTAL-700 SALARIES & BENEFITS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
7000	SALARIES - MISC	2,602,514.40	197,950.48	.00	1,757,933.72	844,580.68	67.55
7020	SALARIES - PART TIME	350,484.67	34,558.13	.00	320,020.42	30,464.25	91.31
7030	SALARIES - SEASONAL	531,289.19	21,688.40	.00	172,509.96	358,779.23	32.47
7040	OVERTIME, MISC & 1/2 TIM	1,883.00	345.25	.00	1,593.77	289.23	84.64
7062	NIGHT DIFF, MISC	10,262.52	719.95	.00	6,623.45	3,639.07	64.54
7110	CAR ALLOWANCE	4,800.00	369.24	.00	3,323.16	1,476.84	69.23
7114	CELL PHONE STIPEND EXP	3,000.40	443.16	.00	2,289.56	710.84	76.31
7210	HEALTH/DENTAL/VISION FT	719,169.08	54,253.76	.00	466,624.66	252,544.42	64.88
7211	HEALTH/DENTAL/VISION PT	6,000.00	3,659.82	.00	31,645.01	-25,645.01	527.42
7223	ANNUAL OPEB COST	133,135.11	11,094.60	.00	88,756.80	44,378.31	66.67
7227	RHS \$2.50 CONTRIB	28,499.90	2,199.24	.00	25,196.47	3,303.43	88.41
7290	LIFE INSURANCE	3,881.36	324.96	.00	2,551.66	1,329.70	65.74
7295	EMP ASSISTANCE PROGRAM	874.46	77.14	.00	593.59	280.87	67.88
7370	WORKERS' COMP, MISC	69,174.00	5,764.50	.00	46,116.00	23,058.00	66.67
7373	COMPENSATED ABSENCES	91,088.00	7,590.67	.00	60,725.36	30,362.64	66.67
7425	MEDICARE FRINGES	50,060.29	4,024.38	.00	35,410.40	14,649.89	70.74
7439	PERS MISC EE CNTRBN	226,909.33	15,315.68	.00	146,728.01	80,181.32	64.66
7440	PERS MISC ER CNTRBN	268,376.91	19,611.28	.00	169,032.91	99,344.00	62.98
7445	MISC RETIRE CONTRIB	-314,869.23	-23,638.33	.00	-195,667.52	-119,201.71	62.14
7446	UNFUNDED LIABILITY-MISC	320,691.74	20,620.37	.00	182,760.99	137,930.75	56.99
7460	RETIREMENT PART TIME/TEM	19,923.34	1,439.92	.00	12,840.11	7,083.23	64.45
	TOTAL SALARIES & BENEFITS	5,127,148.47	378,412.60	.00	3,337,608.49	1,789,539.98	65.10
1ST SUBTOTAL-800 OPERATING EXPENSES							
8010	ADVERT & PUB RELATIONS	12,783.00	-1.15	.00	11,802.31	980.69	92.33
8012	PROGRAMMING	11,000.00	16.40	.00	2,326.06	8,673.94	21.15
8020	AUTOMOTIVE SERVICE	6,000.00	89.74	.00	1,430.97	4,569.03	23.85
8022	EQUIP MAINT ISF	7,725.19	643.77	.00	5,150.16	2,575.03	66.67
8024	VEHICLE REPLACE ISF	5,492.40	457.70	.00	3,661.60	1,830.80	66.67
8030	MAINT & REPAIR - EQUIP	12,700.00	.00	.00	1,006.20	11,693.80	7.92
8031	MAINTENANCE - COPIERS	4,000.00	609.84	.00	1,908.52	2,091.48	47.71
8033	PRINTER MAINT/SUPPLIES	4,000.00	.00	.00	.00	4,000.00	.00
8040	MAINT & REPAIR - BUILDIN	108,900.00	8,495.53	.00	88,836.00	20,064.00	81.58
8050	PSTGE,FREIGHT,EXPRESS NO	12,000.00	508.79	.00	5,441.64	6,558.36	45.35
8060	PUBLICATIONS & DUES NOC	8,000.00	625.00	.00	2,225.98	5,774.02	27.82
8070	RENTAL/PROP & EQUIP NOC	400.00	26.78	.00	185.64	214.36	46.41
8080	SERVICES-PROF & TECH NO	3,000.00	270.00	.00	2,337.40	662.60	77.91
8081	SERVICES - JANITORIAL	113,500.00	12,821.85	.00	68,427.95	45,072.05	60.29
8086	SERVCS-OTHER PRINT VEND	2,000.00	-2.34	.00	1,058.84	941.16	52.94
8089	SVCS-CITY PRINT CONTRACT	1,488.00	.00	.00	226.48	1,261.52	15.22
8100	TRAVEL & MEETINGS NOC	8,125.00	19.55	.00	456.25	7,668.75	5.62
8105	TRAINING	8,472.11	.00	.00	85.79	8,386.32	1.01
8112	UTILITIES - TELEPHONE	5,425.00	176.23	.00	3,252.95	2,172.05	59.96
8114	UTILITIES - NATURAL GAS	12,850.00	319.38	.00	5,844.97	7,005.03	45.49
8116	UTILITIES - ELECTRICITY	208,900.00	14,969.50	.00	166,552.03	42,347.97	79.73
8118	UTILITIES - WATER	20,500.00	850.08	.00	10,886.68	9,613.32	53.11

SUNGARD PENTAMATION
DATE: 03/11/2015
TIME: 13:05:39

CITY OF NEWPORT BEACH
EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTA11

SELECTION CRITERIA: orgn.orgn2='4000' and expledgr.key_orgn between '4010' and '4060'
ACCOUNTING PERIOD: 8/15

SORTED BY: DEPARTMENT,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: DEPARTMENT,1ST SUBTOTAL
PAGE BREAKS ON: DEPARTMENT

DEPARTMENT-4000 LIBRARY SERVICES
1ST SUBTOTAL-800 OPERATING EXPENSES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
8140	SUPPLIES- OFFICE NOC	24,300.00	272.73	.00	14,788.75	9,511.25	60.86
8143	OFFICE SUPPLIES-CHILD PR	2,650.00	2.04	.00	633.06	2,016.94	23.89
8144	SUPPLIES- COPY MACHINE	13,220.00	.00	.00	6,294.96	6,925.04	47.62
8150	SUPPLIES- JANITORIAL NOC	27,050.00	2,283.80	.00	20,055.03	6,994.97	74.14
8160	MAINT & REPAIR NOC	7,000.00	638.00	.00	2,083.21	4,916.79	29.76
8200	SPECIAL DEPT SUPPLIES NO	15,500.00	3,724.71	.00	8,651.24	6,848.76	55.81
8204	UNIFORM EXPENSE	200.00	6.32	.00	183.26	16.74	91.63
8260	LIBRARY MATERIALS	622,109.02	20,085.71	24.02	470,375.09	151,709.91	75.61
8311	HARDWARE-MONITOR/PRINTER	3,500.00	-511.19	.00	.00	3,500.00	.00
8318	IT ISF OPERATING CHARGE	359,615.48	29,967.96	.00	239,743.68	119,871.80	66.67
8319	IT ISF STRATEGIC CHARGE	132,630.28	11,052.52	.00	88,420.16	44,210.12	66.67
8340	GENERAL INSURANCE	103,335.00	8,611.25	.00	68,890.00	34,445.00	66.67
8716	SPECIAL EVENT LIABILITY	3,500.00	.00	.00	1,604.60	1,895.40	45.85
	TOTAL OPERATING EXPENSES	1,891,870.48	117,030.50	24.02	1,304,827.46	587,019.00	68.97
1ST SUBTOTAL-900 CAPITAL OUTLAY							
9000	OFFICE EQUIPMENT	2,000.00	.00	.00	.00	2,000.00	.00
	TOTAL CAPITAL OUTLAY	2,000.00	.00	.00	.00	2,000.00	.00
	TOTAL LIBRARY SERVICES	7,021,018.95	495,443.10	24.02	4,642,435.95	2,378,558.98	66.12
TOTAL REPORT		7,021,018.95	495,443.10	24.02	4,642,435.95	2,378,558.98	66.12

BOARD OF LIBRARY TRUSTEES MONITORING LIST

Previously Scheduled Agenda Date	AGENDA ITEM	Suggested Scheduled Agenda Date
Ongoing	Review / Possible Revisions to the City Council Policies for the Library (ongoing)	Ongoing
Ongoing	Corona del Mar Branch Project Update	Ongoing
Feb 17, 2015	Annual Budget Update	
Feb 17, 2015	Review of Library Expansion Donor Wall Naming / NBPL Foundation	
Feb 17, 2015	Arts & Cultural Update	
Feb 17, 2015	Downloadable Services	
Mar 3, 2014	Branch Update - Balboa	Mar 16, 2015
Dec 02, 2013	Media Suite Update	Mar 16, 2015
Nov 04, 2013	Library Material Selection	Mar 16, 2015
Apr 7, 2014	Marketing Update	Apr 20, 2015
Jun 16, 2014	Branch Update - Corona del Mar	Jun 20, 2015
Jul 21, 2014	Election of Board of Library Trustees Officers/Trustee Liaisons	Jul 20, 2015
Jul 21, 2014	Statistical Comparison Report of Peer Libraries/Meeting Spaces (Previous report up to 2012)	Jul 20, 2015
Jul 21, 2014	Proposed Library Closures for Winter Holidays 2015	Jul 20, 2015
Aug 18, 2014	Information Technology Update	Aug 17, 2015
Sep 22, 2014	Branch Update - Mariners	Sep 21, 2015
Sep 22, 2014	Children Services Update	Sep 21, 2015
Sep 22, 2014	Newport Beach Public Library Website & Social Networking Update	Sep 21, 2015
Oct 20, 2014	Review of Library Capital Improvements and/or Capital Outlay Needs	Oct 19, 2015
Nov 17, 2014	Literacy Program Update	Nov 16, 2015
Dec 15, 2014	Review Holidays / Meeting Schedule	
Dec 15, 2014	Adult and Reference Services Update (Every May and November)	
Jan 20, 2015	Critical Review of Online Database Resources & Services / Database Usage Report	

3/11/2015

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Tim Hetherton, Library Services Director
949-717-3810, thetherton@newportbeachca.gov

PREPARED BY: Tim Hetherton

TITLE: Corona Del Mar Branch update

DISCUSSION:

On March 24, the Professional Service Agreement for the design of the Corona del Mar Library/Fire Station will be presented to City Council for approval. The proposed Branch represents an important affirmation by the Library and City for a continued presence in Corona del Mar. The plans call for a 2,500 square foot facility. Staff asserts that, with thoughtful planning, this is a suitable allocation of space for the branch's service model: a collection of current high-demand materials, a robust Children's collection and programming space, and areas for quiet and comfortable enjoyment of the branch's resources. As part of the design process, Public Works and the architect will prepare several outreach opportunities to the surrounding community, the Board of Library Trustees, and Library staff. These opportunities will give the public and end users the opportunity to meet with the Project Team to discuss the features, aesthetics, and/or other elements to make the project a success for the entire Community.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Tim Hetherton, Library Services Director
949-717-3810, thetherton@newportbeachca.gov

PREPARED BY: Tim Hetherton

TITLE: Community Gallery in 2nd Floor Expansion

DISCUSSION:

City staff from Community Development have approved the plan for the Library to move forward with planning a community gallery in the vacant retail space on the second floor expansion. The gallery will be used for displays and exhibitions. The Friends of the Library are currently using the storage room associated with the space. Staff will request funding from the Friends to purchase display fixtures and to design and install a graphics package to market the space. The community gallery will be branded as a Friends of the Library amenity. The space can also be used for temporary services that require a dedicated space, similar to the concept of “pop-up” retail outlets. One example of this concept is using the space as annual tax return preparation for seniors.

The Library will actively solicit the loan of collections from the public. This will be done through Library marketing channels and with signage in the gallery space. An application similar to the one used by artists requesting to exhibit art in the Central Library will be developed. The Collections will be displayed in a secure environment. Community members who loan collections to the Library will be asked to sign a hold harmless form; however, collections on display will still be covered by City insurance for theft and damage.

Library staff has been asked to participate in a contest to suggest potential names for the community gallery.

Launch date for the community gallery is tentatively scheduled for November 2015. Staff will provide regular updates on the project.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).